



Department of Purchasing
Donald R. Riley, CPPB, Procurement Specialist

REQUEST FOR QUOTE NUMBER:		18RFQ082618-DRR
WILL BE RECEIVED UNTIL		September 12, 2018
		3:00PM EST
DESCRIPTION: 2018 Ford F-150 (1/2 TON) for the City of Stockbridge		
Return to: Donald R. Riley, CPPB – Purchasing Specialist City of Stockbridge – Finance Department – Purchasing Division 4640 North Henry Boulevard Stockbridge, Georgia 30281		
ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PURCHASING SPECIALIST LISTED BELOW. RESPONDENTS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS QUOTE PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR QUOTE BEING FOUND NON-RESPONSIVE.		
LAST DAY FOR QUESTIONS AUGUST 31, 2018 @ 3:00 P.M. EST		
CONTACT NAME: Donald R. Riley, CPPB	E-Mail Address : DRiley@cityofstockbridge-ga.gov	Telephone Number: (770) 389-7912 (FAX ONLY)
<p>All information requested on this sheet must be completed. The signature block and related information on each quote sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by the City of Stockbridge to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DESTINATION" unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.</p>		
Company Name:		
Company Address:		
City	State	Zip Code
Telephone Number:	Fax Number:	E-Mail Address:
Responses must be delivered/emailed to the purchasing office before the date & time indicated on this quote.		
Person submitting Quote: (Please Print)		Date:
Title:		
*Signature of Person submitting Quote:		
<small>*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.</small>		

NO BID: ☐

REASON: _____

**REQUEST FOR QUOTE (RFQ) SPECIFICATIONS
2018 FORD F-150 (1/2 TON) FOR THE CITY OF STOCKBRIDGE
SEWER DIVISION OF PUBLIC WORKS**

1. DESCRIPTION

The City of Stockbridge Finance Department Division is soliciting quotes from all qualified Consultants to provide vehicles for the City of Stockbridge. The City is requesting a NEW 2018 Ford F-150 (1/2 Ton) vehicle for purchase.

2. CONTACT PERSON

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at DRiley@cityofstockbridge-ga.gov or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all respondents by addendum. No verbal responses shall be authoritative.

PRE-BID CONFERENCE (N/A)

3. TERM OF AGREEMENT

This procurement for a One (1) time purchase.

4. PRODUCT/SERVICE SPECIFICATIONS

4.1. SCOPE OF SERVICES

- 4.1.1. 2018 Ford F-150 (1/2 TON) SUPER CAB;
- 4.1.2. 5.0L V8 Flex Fuel Engine;
- 4.1.3. Super Cab (6.5' bed);
- 4.1.4. 4x4 option included;
- 4.1.5. White Exterior Color;
- 4.1.6. Grey Cloth Seats interior color;
- 4.1.7. Full size spare;
- 4.1.8. Step Bumper;
- 4.1.9. Rubber Floor Coverings;
- 4.1.10. Power Steering;
- 4.1.11. Factory Installed A/C, AM-FM Radio, Solar Tinted Glass;
- 4.1.12. Power ABS Brakes;
- 4.1.13. Automatic Transmission;
- 4.1.14. FORD SYNC included; and
- 4.1.15. Sprayed-In bed liner.

5. COST SHEETS/COMPENSATION

LINE	DESCRIPTION	QUANTITY	TOTAL PRICE
1	2018 Ford F-150 (1/2 Ton) Vehicle	Pricing (Including scope of services)	\$ _____
2	Delivery Cost		\$ _____
3	Number of Days	After Receipt of Order (ARO)	_____
4	Estimated Day of Delivery	Date	_____